

**THE FLORIDA INTERNATIONAL UNIVERSITY BOARD OF TRUSTEES
FLORIDA BOARD OF GOVERNORS**

FIU Emergency Reg. 2005-01 Bargaining Unit Employee Disciplinary Actions.

- (1) Definition: For purposes of this Regulation “employee” means all bargaining unit employees who are not faculty and who are not certified law enforcement personnel.
- (2) The University shall administer a uniform procedure covering disciplinary actions for bargaining unit employees. The following general guidelines, are intended to provide supervisors with procedures to deal with various types of offenses that will ensure a bargaining unit employee’s fair, impartial, and uniform treatment in administering disciplinary actions.
- (3) On the job offenses or deficiencies, and disciplinary actions for offenses or deficiencies, include but are not limited to, the following:

GAMBLING:

First occurrence: Written reprimand to suspension
Second occurrence: Suspension to dismissal

ABSENCE WITHOUT AUTHORIZED LEAVE:

First occurrence: Written reprimand
Second occurrence: Suspension
Third occurrence: Dismissal

HORSEPLAY:

First occurrence: Written reprimand
Second occurrence: Suspension
Third occurrence: Dismissal

SLEEPING ON DUTY:

First occurrence: Suspension to dismissal

EXCESSIVE ABSENTEEISM:

First occurrence: Oral reprimand
Second occurrence: Written reprimand
Third occurrence: Suspension
Fourth occurrence: Dismissal

LOAFING:

First occurrence: Oral to written reprimand
Second occurrence: Written reprimand to suspension
Third occurrence: Suspension to dismissal
Fourth occurrence: Dismissal

FAILURE TO REQUEST SUPERVISOR'S PERMISSION TO LEAVE THE JOB:

First occurrence: Oral reprimand
Second occurrence: Written reprimand to suspension
Third occurrence: Suspension to dismissal
Fourth occurrence: Dismissal

UNAUTHORIZED SALES, DISTRIBUTION OF WRITTEN OR PRINTED MATERIAL OF ANY KIND, OR SOLICITATION ON UNIVERSITY PROPERTY:

First occurrence: Oral to written reprimand
Second occurrence: Written reprimand to dismissal
Third occurrence: Dismissal

MISUSE OR CARELESS OPERATION OF STATE PROPERTY OR EQUIPMENT:

First occurrence: Written reprimand to suspension
Second occurrence: Suspension to dismissal
Third occurrence: Dismissal

EXCESSIVE DEVIATION FROM ESTABLISHED WORK SCHEDULE:

First occurrence: Oral reprimand
Second occurrence: Written reprimand
Third occurrence: Suspension
Fourth occurrence: Dismissal

FIGHTING AND/OR AGGRESSIVE BEHAVIOR:

First occurrence: Suspension to dismissal
Second occurrence: Dismissal

INSUBORDINATION:

First occurrence: Written reprimand to suspension
Second occurrence: Suspension to dismissal
Third occurrence: Dismissal

NEGLIGENCE;

First occurrence: Written reprimand to suspension
Second occurrence: Suspension to dismissal
Third occurrence: Dismissal

VIOLATION OF SAFETY PRACTICES:

First occurrence: Oral reprimand
Second occurrence: Written reprimand
Third occurrence: Suspension to dismissal
Fourth occurrence: Dismissal

THREATENING, ABUSIVE OR OFFENSIVE LANGUAGE:

First occurrence: Written reprimand to dismissal

Second occurrence: Suspension to dismissal
Third occurrence: Dismissal

THEFT OR STEALING:

First occurrence: Suspension to dismissal
Second occurrence: Dismissal

USE AND/OR POSSESSION OF INTOXICANTS OR NON-PRESCRIBED DRUGS:

First occurrence: Suspension to dismissal
Second occurrence: Dismissal

**POSSESSION OF UNAUTHORIZED WEAPONS AND/OR FIREARMS
ON UNIVERSITY PROPERTY:**

First occurrence: Dismissal

CONDUCT UNBECOMING A PUBLIC EMPLOYEE:

First occurrence: Written reprimand to suspension
Second occurrence: Suspension to dismissal
Third occurrence: Dismissal

CONVICTION OF A MISDEMEANOR OR FELONY:

First occurrence: Suspension to dismissal
Second occurrence: Dismissal

FALSIFICATION OF RECORDS:

First occurrence: Written reprimand to dismissal
Second occurrence: Dismissal

WILLFUL VIOLATION OF A WRITTEN REGULATION AND/OR POLICY:

First occurrence: Written reprimand to dismissal
Second occurrence: Suspension to dismissal
Third occurrence: Dismissal

UNFAIR LABOR PRACTICES:

First occurrence: Written reprimand to suspension
Second occurrence: Suspension to dismissal
Third occurrence: Dismissal

DISCRIMINATION:

First occurrence: Written reprimand to dismissal
Second occurrence: Dismissal

SEXUAL HARASSMENT

First occurrence: Suspension to dismissal
Second occurrence: Dismissal

(4) Applicability. This Regulation does not apply to any faculty, non-bargaining unit employees, and bargaining unit employees who are certified law enforcement personnel.

Authority: 1001.74(19), FS.